# PURCHASING NOTES

Issued by the Office of Purchasing, Travel & Fleet Management



Website: http://www.dfa.ms.gov E-mail: PurchasingandTravel@dfa.ms.gov Telephone Number: 601-359-3409 Fax Number: 601-359-3910

# Fleet Manager Certification Program

The Bureau of Fleet Management will be implementing a Fleet Manager Certification Program to ensure that Agency Fleet Coordinators have the necessary knowledge to complete Fleet Management tasks in MAGIC.

The certification program will be offered beginning January of 2019. All agencies are required to have a Certified Fleet Manager in order to procure vehicles by July 1, 2019. Each agency requesting to purchase a vehicle from Fiscal Year 2020 and forward must have an employee with a Fleet Manager Certification as well as have complete and accurate data in MAGIC.

The Fleet Manager Certification Program will consist of a lecture, demo, review, and exam. The Fleet Manager will be required to attend the entire program and pass the exam in order to become a Certified Fleet Manager.

#### In This Issue

Fleet Manager Certification Program Page 1

Featured Contract
Page 2

CMPA Course Information Page 3

OPSCR Training
Course
Page 4

Did You Know?? Page 5



### **Featured Contract: Furniture**

Commodity: Furniture (Cafeteria, Dormitory, Library Furniture/Library Shelving, Lounge, Modular Office, School Furniture, Seating, Wood Desks & Wood Credenzas).

Type of Contract: Negotiated, meaning agencies can negotiate the best price from the listed contract vendors.

State agencies may purchase from any of the listed contract vendors or state agencies may purchase the item(s) from other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a), (b), or (c) and the price will not exceed the negotiated contract price.

Contract Dates: July 1, 2018 - June 30, 2019.

Office of Purchasing, Travel, and Fleet Management's (OPTFM), website can help you to navigate the different vendors that are on this contract. Furniture has grown to include 105 vendors, who have contracts, providing products to meet your needs. These contracts are viewable in MAGIC and at this link: http://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/purchasing-and-travel/negotiated-contracts/d-e-f/furniture-cafeteria-dormitory-library-lounge-modular-office-school-furniture-seating-wood-desks-and-wood-credenzas/.



Contract Spend: \$10,675,171.19

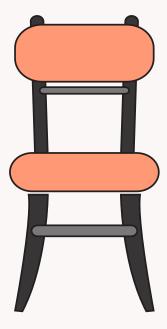
#### **Contract Analysts:**

A-B: Regina Irvin (601) 359-9263 C-D: Steve Tucker (601) 359-3107 E-F: James Brabston (601) 359-2007 G-L: Ramona Jones (601) 359-9335 M-R: Christopher Statham (601) 359-1308

M-R: Christopher Statham (60 S: Erin Sandlin (60

T-Z: Ashley Harrell

(601) 359-1308 (601) 359-1310 (601) 359-3419



#### **Certified MS Purchasing Agent (CMPA) Course**

Per Section 31-7-9 of the Mississippi Code, the OPTFM is excited to announce that the CMPA course will be available to all state agency purchasing professionals starting in September.

This program has been developed to provide purchasing professionals in the State with the specific knowledge and education they need to effectively meet the needs of their customers in the most economical manner.

The goal is to certify all state agency purchasing officials while providing them with the necessary tools to perform their job in an ethical, efficient, and effective manner.

For more information about CMPA, please contact OPTFM at 601-359-5222.



## **CMPA** Course Dates

September 18-20, 2018

November 27-29, 2018

January 22 -24, 2019

March 26-28, 2019

May 21-23, 2019

July 23-25, 2019

- September 24-26, 2019
- November 20-22, 2019 <sup>3</sup>

## **Service Contracts Overview and Updates Course**

The Office of Personal Service Contract
Review will be offering a training course
available to State Agencies. This
interactive course will cover information
about OPSCR, the PPRB, the procurement
process, common mistakes in procuring
service contracts, new statutory &
regulatory requirements including HB 1109,
and best practices. For more information
about the training course, please contact,
OPSCR at 601.359.3409

# OPSCR Training Course Dates

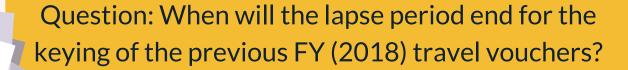
OCTOBER 12, 2018
DECEMBER 14, 2018
FEBRUARY 14, 2019
APRIL 11, 2019
JUNE 13, 2019
AUGUST 8, 2019
OCTOBER 10, 2019
DECEMBER 12 2019

# **Did You Know?**

2018 FY

Lapse

Period



Answer: Agencies can utilize 2018 budget until the last travel run in August to key travel vouchers. The last travel run occurs on August, 30, 2018. All travel entered after that date will hit 2019 budget.

### ••••••••

To all Fuel Access Card Administrators,

Recently there have been several instances of fraudulent purchases on the Fuelman cards. This has involved state agencies as well as governing authorities. Card skimmers have been used to obtain the card information and then have been used to purchase mostly diesel in states such as Florida, Texas, and Kentucky.

As Fuel Access Card Administrators, you have the ability to control some of this by making sure the cards are properly set up with Fuelman. Check to make sure that the card is set to only purchase unleaded fuel, unless the card is assigned to a vehicle that uses diesel. Verify the number of transactions that can be used in a day as well as the number of gallons that can be purchased. Check your invoice every week to make sure there are no out of state purchases. These are things that you can control to help prevent fraudulent purchases on the card.

If you have any questions or have had fraudulent purchases made on a card, please contact Billy Beard at billy.beard@dfa.ms.gov or Steve Tucker at stephen.tucker@dfa.ms.gov.

